



City of Des Moines, Washington

JOB DESCRIPTION



ACCOUNTING INTERN

Extra Hire, Part-time

Salary Grade: EH-VII

FLSA Status: Overtime Eligible

Union Status: Non-represented

EEO Category: Administrative Support

Nature of Work

Under the direct supervision of the Finance Operations Manager, the Accounting Intern performs a variety of technical and analytical duties including reconciling, auditing, and reporting functions with a primary emphasis on revenue reconciliations. Assists in a variety of work areas and functions as listed below depending on the time of year; not all duties occur all year.

Status and Work Schedule

This is a part-time variable-hour position with no benefits. Hours will vary and will be somewhat flexible to work around class schedules but will require daily onsite work Monday through Friday. The total hours for this position are not to exceed nine months at 69 hours per month (3 to 4 hours per day) and three months of 160 hours per month. The nine part-time months are primarily in revenue recording/auditing, and the full-time months will use the extra hours to explore other accounting functions to provide the student with a broader accounting experience (e.g., accounts payable, budgeting, fixed assets, grants, etc.)

Essential Functions

- Records daily banking disbursements into the general ledger.
- Records daily revenue deposits into the general ledger.
- Audits daily cash register activity and compares to bank deposits.
- Reconciles all banking activities to the general ledger and cash register reports.
- Assists in updating a variety of spreadsheets as well as creating new spreadsheets as directed.
- Assists with accounts payable auditing and invoice input, scanning and filing.
- Assists with various budget spreadsheets, files and document updates.
- Assists with preparation and review of Six Year Capital Plan.
- Assists with review of Comprehensive Annual Financial Statement.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Basic knowledge of accounting principles.
- Basic knowledge of personal computers, Microsoft Office Word and Excel programs.

Ability to:

- Successfully follow instructions.
- Maintain confidentiality regarding sensitive information and confidential records.
- Accurately enter data into computer systems.
- Demonstrate attention to detail.
- Work independently and with supervision.
- Meet deadlines.
- Maintain fair, equitable and cooperative working relationships with co-workers.
- Communicate effectively; both orally and in writing.

Education and Experience Requirements

- Acceptance into the school of business at an accredited four-year institution and completion of the first year of accounting with a grade of B or better in accounting classes.
- The ideal candidate would be an Accounting major who has a strong academic record and is interested in a two-year commitment.

Special Requirements

- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.
- Successful completion of a pre-employment background and criminal history check.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Extra-Hire Employment

- The City defines an “extra-hire employee” as one who is appointed to a position that is not eligible for benefits except those mandated by law or regulations, such as Social Security and workers' compensation insurance.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on

the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2015.